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9 April 1969

**MEMORANDUM FOR THE RECORD**

**SUBJECT: Language Development Program**

1. A meeting on the revised directive HR [ ] (Language Development Program) dated 10 March 1969 was held at Arlington Towers on 7 April 69. In attendance

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2. The general purpose of the meeting was to find out what ground rules, if any, the Language Development Committee has set up to institute the Language Development Program, and also the date on which the Office of Computer Services/SIPS was expected to support this effort.

3. The following is a synopsis of the various points covered throughout the meeting.

a. 1 May 1969 is the deadline for all the Directorates of the Agency to submit their language requirements to the Language Development Committee. The Office of Training is going to send a reminder within the week to each of the Directorates, and a suggested format that they will follow when submitting their requirements. (NOTE: At the present time there is no set format for inputting these requirements, and it is possible that all the Directorates will design their own format.)

b. [ ] indicated that the Office of Training Language School considered the Language Development Program as a peripheral function and their main function was to train employees in 17 various languages, not to set the language requirements for the various Directorates.

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c. [ ] brought up the possibility of establishing a separate language record in lieu of incorporating the language requirements in the TQ/Staffing system.

d. Problems in the present Language Qualification Register, which is approx 85% accurate, are that employees feel reluctant to report their language qualifications for fear of being tested and results indicating that they have overrated themselves or they just don't want to be bothered with taking the test.

e. The DDP Directorate is reluctant to pass any information to the other Directorates.

f. The Language Development Committee wants a sophisticated Language System by 1 Jan 1971.

g. The Language School presently has a backlog of approximately 2500 employees to be tested in their language abilities.

h. Definition of specific versus general language requirements, where specific indicates the language requirements are against a specific position and general indicates a stockpile of language requirements against a unit.

i. [ ] offered the services of [ ] to work with [ ] in meeting with the representatives of the various directorates in setting up ground rules for the Language Development Program.

j. The Language School felt that the language requirements would only have to be updated annually, and they did not have to be kept current with the T/O.

k. [ ] felt that there would be approximately 700 to 1,000 language requirements in the Language Development Program.

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4. In summary, the general feeling was that no specific ground rules for the Language Development Program have been established and we would wait until 1 May 1969 to find out what the various directorates submit in the form of language requirements.



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